



# DIRECTOR OF RECREATION SERVICES

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FLSA Status: Exempt

Adopted: April 2000

Revised: September 2005, September 2006, January 2008, August 2008, December 2009, February 2011, October 2011, November 2012, November 2013

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

## GENERAL DEFINITION

Under general direction from the City Manager, the Director of Recreation Services manages, plans, coordinates and integrates departmental operations, programs and policies with other Town departments and staff, outside agencies and citizen organizations, and ensures public participation in park and recreation center planning, design and utilization. Incumbents exercise independent purchasing authority.

## DISTINGUISHING CHARACTERISTICS

The Director of Recreation Services is a department head position and works under the general direction and guidance of the City Manager. The incumbent:

- Exercises daily supervision over all recreation staff, plans their daily schedules, and manages their activities
- Manages contracts for public facility janitorial and Town-wide landscaping services
- Acts as Risk Manager, Americans with Disability Act (ADA) Coordinator and Safety Committee Chair
- May act as City Manager and Director of Emergency Services when the City Manager and Police Chief are unavailable or unable to take appropriate action.

## TYPICAL DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to:

- Functions as a member of the Town management team participating in Town-wide policy development, administrative planning, risk management and safety and loss prevention
- Develops and oversees departmental policies and administrative planning
- Directs, plans and organizes all activities of the Town's recreation program including communitywide events such as the Holiday Programs, Town Picnic, and groundbreaking ceremonies
- Directs, plans, and implements program plans including the effective use of a wide variety of recreational areas, facilities and equipment
- Establishes general approaches to be used in carrying out projects and determines priorities
- Reviews subordinate's activity reports and periodically checks work in progress and upon completion to ensure compliance with policy, standards and directions

- Resolves the most difficult customer service, operational and personnel problems
- Develops, reviews, controls and analyzes the department budget including personnel, equipment and materials; monitors revenues and expenditures
- Develops long range plans and objectives for the department
- Conducts a continuing review of activities for purposes of detecting problem areas and increasing efficiency
- Evaluates department staffing arrangements, staffing levels and work assignments
- Sets performance standards for staff and evaluates performance
- Reviews and makes recommendations regarding construction plans for recreation facilities in terms of program usage
- Monitors and manages administrative and capital projects within area of assignment
- Conducts periodic community meetings seeking public involvement on park planning projects and related activities
- Coordinates activities of the department with Town staff, contractors and outside agencies
- Negotiates and implements concessionaire, joint use and license agreements with commercial service providers, community organizations and other public agencies
- Manages recreation facilities; inspects and evaluates Town facilities and landscaping of public areas; takes appropriate action
- Reviews changes in laws, regulations and guidelines for their effect on department activities; evaluates the effect of such changes; recommends and implements changes to policies and procedures as required for compliance
- Represents the department and the Town in meetings with members of the City Council, other government agencies, community organizations and members of the public
- Conducts ADA program surveys and evaluations
- Responsible for implementing Town's ADA Transition Plan
- Exhibits and encourages behavior that is consistent with the Town's risk management program and decreases risk of accident or injury to self, employees, residents, visitors and their property
- Performs other duties as assigned

## **QUALIFICATIONS**

### **Knowledge of:**

- Modern Office Technology
- Principles and practices of customer service
- Principles and practices of budget preparation and administration
- Principles of supervision, training and performance evaluation
- Applicable state and federal laws and regulations
- Principles and practices of team building and leadership
- Recreation philosophy, planning and administration
- Operations and techniques used in comprehensive community recreational programming for various target age groups
- Personnel management including hiring, supervising and evaluating full-time and part-time staff
- Departmental and program budget development and monitoring
- Computer use, including spreadsheet, word processing, and graphic presentation software
- Office methods and procedures
- Methods and techniques of administrative analysis, effective public relations
- Contract Management, landscaping and janitorial techniques

- Risk Management methods and techniques

**Ability to:**

- Represent Town in a positive manner
- Establish, maintain and foster cooperative working relations with others from diverse backgrounds, including elected officials, co-workers and the public effectively and with courtesy, in person, via e-mail and over the phone
- Follow written and oral instructions and procedures
- Communicate effectively, both orally and in writing, by using proper English grammar, spelling and punctuation
- Facilitate change and develop and coordinate recreation and leisure programs
- Prepare budgets and analyze departmental expenditures
- Conceive, propose, implement and maintain sound recreation procedures and records
- Analyze, interpret, and explain recreation policies and procedures
- Conceive and effectively propose solutions to problems
- Read, comprehend and interpret rules and regulations regarding governmental operations
- Compile, correlate and analyze a large volume of written and numerical data
- Attend and participate in evening meetings as assigned
- Facilitate meetings, including preparation of agendas and written minutes
- Market and promote activities and programs
- Listen to and objectively consider ideas and suggestions from others
- Keep commitments
- Keep others informed of work progress, timetables, and issues
- Address problems and issues constructively to find mutually acceptable and practical business solutions

**Education and Experience**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Education: Requires possession of a Bachelor's degree in Recreation Administration, Leisure Services, Public Administration or a closely related field.
- Experience: Requires five years of increasingly responsible professional experience in parks and recreation program management, including two years at the level of Recreation Program Manager. Possession of a Master's degree in one of the areas noted above may be substituted for one year of the required general experience.

**Licenses and Certificates**

Possession of a valid California Driver's License. CPR/First Aid certificates required or achieved within 30 days of hire.

**SPECIAL REQUIREMENTS**

These functions may be performed with or without reasonable accommodation:

- Speak clearly and understandably
- Review reports and correspondence quickly and accurately
- Report to work at any hour of day or night as required by disaster or other emergency situation
- Use dexterity and vision necessary to operate computer equipment with a high degree of productivity
- Intermittently twist to reach equipment in their work area

- Perform simple grasping and fine manipulation
- Operate basic office equipment (i.e. telephone, copier, calculator, etc.)
- Oversee, manage and participate in strenuous physical activities, such as leading tours, demonstrating proper exercise techniques and managing children in playground activities
- Set up, move and take down recreational and facility equipment
- Attend and participate in evening meetings as assigned
- Perform duties on a regular and consistent basis
- Travel between various work sites
- On a continuous basis, must sit at a desk and in meetings for long periods of time
- Work extended and/or flexible hours in order to attend Board and other public meetings
- Work under pressure to complete a variety of written reports within specific timeframes
- Present staff reports, budgetary and other public information before the Council and the public
- Interpret a variety of legal codes and regulations to accurately and effectively communicate the same to the public
- Perform all duties on the job description except those determined to be incidental